

DD/S 65-1820
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DD/S REGISTRY

FILE

19 April 1965

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

SUBJECT : Briefings for the New Director

1. At the Executive Committee Meeting this morning Mr. McCone directed that the detailed briefing schedule published last Friday, the DD/S portion of which was transmitted to you at our Staff Meeting, be scratched. In lieu thereof he desires that a more generalized and broad-brush briefing be given by each Deputy Director, with possibly the Assistant Deputy Director present. This can then be followed by more detailed briefings by the Office Heads but on a deferred schedule which might last a month or two instead of the compressed schedule which would have lasted a week or two. So, I will probably get about two hours sometime within the next several days to explain the entire Support function to Admiral Raborn. Hopefully, each Office Head will have an opportunity for a more detailed briefing later.

2. In order to assist me in making my presentation as comprehensive as possible, I should like from each DD/S Office Head by close of business today a topical outline of the points I should cover about his particular office. Supporting statistics and supplementary information are welcome. Please bear in mind that I will not be able to spend more than ten or fifteen minutes on your particular office.

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L. K. White
Deputy Director
for Support

* Not signed--dictated to the secretary of
each DD/S Office Head.

DD/S:LKW:sbo

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MINUTES

DD/S STAFF MEETING

16 April 1965

1. A special DD/S Staff Meeting was convened at 2 p.m. on 16 April 1965. Present were: Colonel White, Messrs. Bannerman, [redacted] Baird, Osborn, Echols and Warfield; [redacted] and Dr. Tietjen.

2. Colonel White advised that Admiral Raborn, the new Director, is to be briefed by the Deputy Director for Support, Assistant Deputy Director for Support and by each DD/S Office Head as follows:

<u>Date</u>	<u>Office</u>	<u>Time</u>	<u>Place</u>
24 April 1965	DD/S - ADD/S	0900	7 D 26 Hqs
	Personnel	1000	5 E 56 Hqs
	Security	1100	4 E 60 Hqs
	Medical	1200	1 D 4065 Hqs
	Communications	1400	2 D 00 Hqs
28 April 1965	Training	1400	819 1000 Glebe
	Logistics	1500	1 C 50 Quarters Eye
	Finance	1600	1212 Key Building

3. Briefings are to be presented in 35-40 minutes, leaving 20-25 minutes for questions. In no case will the overall briefing and question period exceed one hour. The briefings are to be conducted by the Office Head. (Deputy Office Heads may attend if desired.) Colonel White stressed the importance of these briefings because, after confirmation in his new position, the Director may not have another opportunity for such briefings. He asked that mission and function statements, statistics on numbers of people, budget matters, etc. be eliminated and to state what the office is doing, how it is doing it, and what it hopes to accomplish in the future. Charts are acceptable if they are helpful. Advice regarding charts can be obtained from the Office of Training, if needed. Abbreviations and technical jargon peculiar to intelligence use will be avoided. Colonel White will be available for "dry runs" of these briefings, if requested. Mr. Helms plans to accompany the Director, to the extent possible, to all non-DD/P briefings. No others are expected in the party.

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4. Colonel White cautioned that the schedule is subject to change and that Office Heads should be prepared to present their briefings at any time other than that scheduled and on short notice.

EO-DD/S:VRT:maq (19 Apr 65)

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